

Completing Form 12105

1. Name: The correct name of the committee should be written in full, underlining the first word to be used for alphabetized filing and ready reference. The name should be followed by initials if familiarly used. For subordinate committees, the initials of the parent committee should follow in parentheses; e.g., Committee on Documentation--COUD (USIB).
2. Chairmanship: Check appropriate space--this is used as a convenient guide in preparation of the annual report to DCB.
3. How established: Identify the directive or order establishing the committee, date, the name and title of the official who issued the order, and the official to whom the committee will report.
4. Purpose: A brief statement of the purpose and scope of the committee--why it was constituted and what it is expected to accomplish.
5. Funding: For the purpose of this report, funding refers to actual budgeting of funds by the Agency for exclusive use of the committee. It does not refer to the time spent by members, secretaries, etc., nor does it refer to support of projects endorsed by the committee but carried out under contract by one of the members.
6. Date Started and Probable Duration: Date of the first meeting. Generally speaking, committees should not last over two years, with the exception of certain boards and committees that fill a continuing need in the formation of national policy and whose membership is designated by office rather than by name.
7. Type: Standing committees refers to those formed for matters requiring recurrent group consideration or coordination. Ad hoc or temporary committees indicate responsibility for transitory matters.
8. Clearance required: Indicate the level and type of clearance required for members or observers.
9. Chairman: Name, Agency, component, and phone number.

10. Secretary: Name, Agency, component, and phone number.
11. CIA Member: Name and component (phone number optional).
12. Non-CIA Agencies: Agency (name, component and phone optional).
13. Observers: (Identify only if regular observers--not one-time invitees.) Name, Agency or CIA component.
14. Subcommittees: List all qualifying subcommittees.
15. Frequency of meetings: If irregular, so indicate and give an average per month or year.
16. Info furnished by: Name and title of official providing above info and date provided.
17. Changes: Indicate any significant changes in terms of reference or membership. Show date and identify the order number or official who ordered the change.

Supplementary instructions:

- (a) Items 12-14 may be omitted for non-CIA chaired committees.
- (b) Particularly sensitive committee records may require specially restrictive handling and should be so classified. Reporting on the committee will be governed by its classification and be determined by the Directorate concerned in consultation with BCPN.
- (c) When a committee is terminated or otherwise cancelled, the following should be written across the face of the form:
Abolished; Date _____; By order of _____.
- (d) A new form should be made out when a committee is re-established, a new committee is formed, or the terms of reference, title, or membership are so changed that reference to the old committee would be misleading.